



**City of Gulfport, Mississippi**  
Job Description

## **Workzone Safety/Environmental Inspector (WZ)**

Department: 311 – Streets & Drainage

EEO Class: Technical

Date Revised: 2 24 2016

FLSA Status: Non-Exempt

Date Approved:

### **Position Overview**

The Work Zone Safety Inspector is responsible for work site safety procedures and is responsible for monitoring, inspecting, safety compliance and overall performance evaluation of the contractor responsible for the public works operations in the City of Gulfport as well as City employees.

The Work Zone Safety Inspector ensures that procedures and materials comply with contract requirements and safety procedures of the City of Gulfport and acts as the ADA Coordinator for the City of Gulfport and is responsible for ensuring environmental compliance for Public Works Operations with local, state, and federal regulations.

### **Essential Job Functions**

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Inspects machinery, equipment and working conditions daily at work sites and other settings to ensure compliance with occupational safety and health regulations.
- Inspects machines and equipment for accident prevention devices.
- Observes workers to determine proper use of required safety equipment such as glasses, helmets, goggles and clothing.
- Inspects specified areas for accident prevention equipment and other safety and first aid supplies.
- Prepares report of findings with recommendations for corrective actions.

- Investigates accidents to ascertain causes for use in recommending preventive safety measures and assists in developing safety program.
- Assists contractor with Safety Training Programs and safety issues.
- Develops and implements a comprehensive schedule for the review of work zones and workspaces.
- Complies and submits periodic safety and environmental compliance reports to Director of Public Works.
- Investigates accidents/mishaps and damage claims and provides report(s), including Police reports, photos of findings and operator statements in a timely manner.
- Responsible for the inventory control, issues, surveys, and repairs of the Department's communication equipment such as; portable and mobile radio units.
- Responsible for the operation and maintenance and issuing of codes for the Department's Security/Alarm System including all 8 code pads and cameras throughout the Public Works and Engineering Departments facility and serves as the 1<sup>st</sup> Responder to building security alarm calls/violations.
- Responsible for HAZMAT control, training, and response in the case of a spill/incident for Public Works. This person is the 1<sup>st</sup> Responder to HAZMAT calls or spills.
- Responsible for the inventory control, issues, and surveys of Personal Protective Equipment (PPE) for the Public Works Department's City employees and Public Works Labor Contractor, project support safety equipment, confined space required equipment, and excavation/trenching safety equipment, and others.
- Ensures that the City is in full compliance with all federal regulations regarding the ADA and that the City's infrastructure supports the ADA obligations and responsibilities and directs any City committee necessary to achieve compliance and to maintain compliance.
- Responsible for compliance with environmental programs such as EPA Storm Water Phase II, MS4, and others as needed.

- Responsible for environmental permitting for Public Works operations to include requirements of Department of Marine Resources (DMR), Mississippi Department of Environmental Quality (MDEQ), Mississippi Department of Health (MDOH), and Army Core of Engineers(ACOE).
- Responsible for the daily transportation, (A.M. & P.M.) and direction of 1 or 2 CWC inmates assigned to the Public Works Facility.
- Responsible for the facility Key and lock inventory and control. ( 70 Keys)
- As the City representative, responsible for the proper and safe operation of all equipment and vehicles by signing off for Labor Contract employees.
- Responsible for the inspection and determination of removal of any trees that have fallen or damaged private property from city property.
- As coordinator of the annual "Clean and Green." Responsible for the coordination, supervision, management and organization of the 7 week city wide clean up project. Responsible for the communication and advertising.
- Responsible for the inventory, inspection and management of First aid kits and fire extinguishers through out the facility and vehicles.
- Assists the engineering department as a monitor for post storm debris cleanup, monitoring, inspecting and documenting all loads recovered throughout an assigned area.
- On Call 24/7 for all or any Safety, Environmental or security issues.
- Assist traffic department with the approval of all road and lane closures and or detours during water and sewer projects.

#### **Knowledge, Skills and Abilities**

Must posses required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must have a thorough knowledge of construction and maintenance methods.
- Must have a considerable knowledge of work zone and other construction and industrial safety requirements, practices and procedures. Knowledge in excavation/trenching, confined space entry, CPR & First Aid, work zone safety setup, traffic diversion, or other safety areas a plus.
- Must have good administrative and record keeping skills.
- Must have above average math skills, good oral and written communication skills and must provide detailed written reports to the Director of Public Works.
- Mississippi One Call (or similar state program) experience preferred.
- OSHA Safety Certification or other safety certification is preferred.
- HAZMAT training is preferred.
- CPR and First Aid training is preferred.
- Environmental permitting experience with local, state, or federal government preferred.
- Confined space training is preferred.
- Must be experienced in using computers using programs such as Word, Excel, Power Point, and in using the Internet and Email processes.

### **Education and Experience**

Must have a High School diploma or equivalent. B.S. degree in a related field is preferred. Experience in Public Works or general construction industry operations, including proven supervisory leadership experience in front line operations and/or administrative support is preferred. A combination of education and work experience may be substituted for above requirements.

### **Required Licenses or Certificates**

Must possess valid driver's license.

**Physical Demands and Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 35+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors. This position involves some after normal working hours and weekend work.